



## **AIRPORT FACILITIES MANAGER**

The City of San Antonio is recruiting for an Airport Facilities Manager. This position is responsible for performing professional administrative work and for the planning and direction of all maintenance and repairs at airports operated by the Department of Aviation; exercises direct supervision over professional, maintenance and trade employees.

**Essential job functions include, but are not limited to, the following:** Schedules and supervises programs for the maintenance, repair, and replacement of all specialized equipment related to the function of maintenance divisions. Supervises all systems related to the operation and servicing of airfield and buildings, along with maintenance and erection of temporary and permanent structures within jurisdiction of the Department of Aviation. Schedules and conducts facilities inspections on leased premises in accordance with agreements, leases, etc. Confers with the Director and/or his designee to establish proper records, programs, and expenditures, as well as to correlate technical problems associated with maintenance; Inspects airport facilities for conformance with Federal Aviation Administration safety regulations. Closes and reopens airfield facilities when unsafe operational conditions are discovered; Notifies aeronautical users of changes in airfield conditions. Reviews plans and specifications prepared by consulting engineers and architect. Plans, develops, and implements effective preventive maintenance programs. Plans, coordinates, and administers employee safety training; Insures compliance with FAA regulations, State, and local code compliance laws. Participates in the development and administration of the Airport's emergency disaster plan.

The ideal candidate should possess excellent communication and the ability to establish and maintain effective working relationships; Knowledge of Airport emergency procedures and methods; Knowledge of principles and practices of supervision, training and personnel management. This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with major coursework in Civil or Mechanical Engineering, Public or Business Administration or a related field; Four years of supervisory experience in Airport maintenance or construction, to include experience in structural, mechanical and field maintenance work. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, reference, background and credential verification.

**Salary is negotiable depending on experience and qualifications.** Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, salary history, resume (detailing work and education history, including dates for work assignments) and three to five work references with contact information to: City of San Antonio Human Resources Department, Attention: Brenda Evans, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Brenda Evans at (210) 207-7978